**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

[insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of Ministry of Tourism, Ecology, Sustainable Development and Northern Region Development focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to Ministry of Tourism, Ecology, Sustainable Development and Northern Region Development in conformity with the requirements defined in the RFP dated*[specify date]*,and all of its attachments, as well as the provisions of the General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of Ministry by indicating the following:*

1. *Profile – describing the nature of business, field of expertise, licences, certifications, accreditations;*
2. *Business Licences – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc;*
4. *Track Record – list of clients for similar services as those required by Ministry, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. if any.*
6. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *The Service Provider must describe* ***how it will address/deliver the demands of the RFP****;* ***detailed description of the technologie****s that will be used,* ***reporting conditions and quality assurance mechanisms*** *that will be put in place, while demonstrating that the proposed methodology will be* ***appropriate to the local conditions and context of the work.*** |

1. **Qualifications of Key Personnel**

*The Service Provider must provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, Legal Expert, Policy Analyst, Climate Change Specialist, Biodiversity and Conservation Specialist, Data Management Specialist, Visitor Management Specialist, Sustainable Financing Specialist, Capacity Building Specialist, Communications and Stakeholder Engagement Specialist*
2. *CVs demonstrating required qualifications must be submitted; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | ***Payment schedule*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Progress report including submission of the following deliverables:  ● Developed bylaw of the *Law on Nature Protection* on management plans  ●Updated *Guidelines for Protected Area Management Plans* and *Guidelines for Protected Area Annual Workplans*  ●Developed *Management Plan for NP Durmitor*  ● *Guidelines on* *Climate Change Adaptation in Protected Areas*  ● *Guidelines on* *Data Management for Protected Areas* | 40% | Upon submission of Deliverables and approval of results. |  |
| 2 | Progress report including submission of the following deliverables:  ● Developed *Guidelines on Evaluation of Management Effectiveness and Adaptive Management of Protected Areas*  ● *Guidelines on* *Participatory and Transparent Management of Protected Areas*  ● Developed *Guidelines on* *Incorporating the Management of Ecological Network and International Designations*  ●Developed *Guidelines on* *Visitor Management in Protected Areas* | 20% | Upon submission of Deliverables and approval of results. |  |
| 3 | Progress report including submission of the following deliverables:  ● Developed *Guidelines on* *Sustainable Financing* *of Protected Areas*  ● Developed *Business Plan for NP Ulcinj Saltpans* | 30% | Upon submission of Deliverables and approval of results. |  |
|  | Final report including the submission of the following deliverables:  ● Plan for systematic and targeted capacity building program for the staff of protected areas managing bodies  ● Lessons learned report | 10% | Upon submission of Deliverables and approval of the report. |  |
|  | Total | 100% |  |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component [*This is only an Example]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| 1. Services from Home Office |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| 2. Services from Field Offices |  |  |  |  |
| a . Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| **II. Other expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Communications |  |  |  |  |
| 3. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)